**The Governor’s Office of Volunteer Services**

**PROGRAM DESIGN INSTRUCTIONS**

The Program Design is a graphic presentation of the proposed program structure. It must include the following:

1. **AmeriCorps member supervision and staffing structure** as outlined in the budget narrative (e.g. title, percentage of time on the grant), including member supervisors, program management, and other key functional roles.
2. **All placement site names** where members will actually perform service activities outlined in the performance measures.
3. **Number of member position types** per site.

See example below.**Sunrise Mentoring Program Diagram (EXAMPLE)**

**Sunset Organization**

**Grant Request:** $408,319

**Total Slots:** 38 (36 FT/2 HT)

**Total MSY:** 37

1 Program Director @ 80% FTE; 1 Operations Specialist @ 90% FTE; 3 Site Supervisors @ 50% FTE

*\*Not necessarily the 6 AmeriCorps Focus Areas, but the members’ primary service.*

**National City Service**

1 Site Supervisor @ 50% FTE

7 FT Members

1 HT Member

\*Member’s Primary Service Area(s):

Community Outreach

Veterans and Military Families

Elder Care

**Central City Service Site**

1 Site Supervisor @ 50% FTE

10 FT Members

\*Member’s Primary Service Area(s):

Community Outreach

Volunteer Management

Housing/Homelessness

**Sunnyside School**

1 Site Supervisor @ 50% FTE

20 FT Members

1 HT Member

\*Member’s Primary Service Area(s):

Tutoring

Mentoring

Health Education

Member Placement Sites